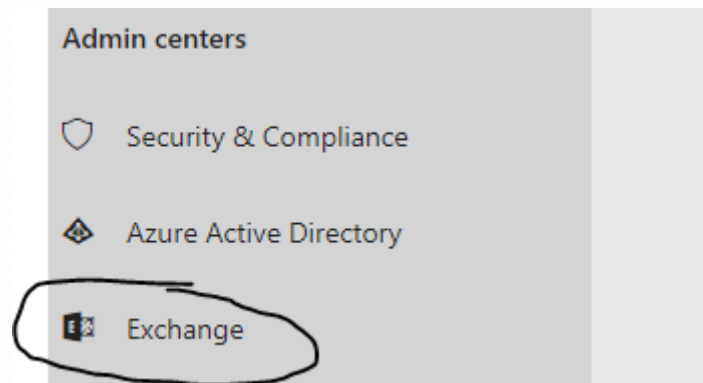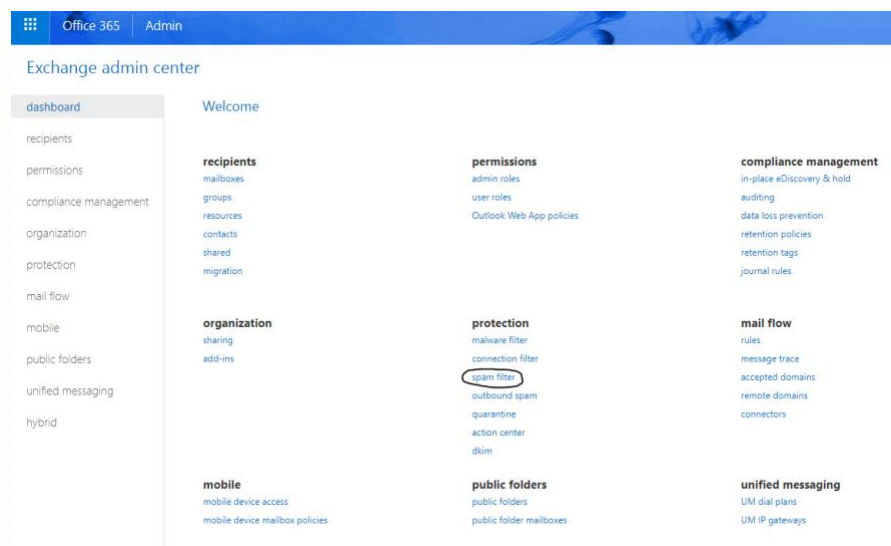Whitelisting One Education emails for Office 365 Administrators

1. Login to your Office 365 Admin Centre and open up the Exchange Admin Centre

2. In the Exchange Admin centre select the "Spam Filter" section of the Protection menu

3. You will see a list of available Spam Filtering rule. This list may contain more rules than the example below depending of the configuration of your Office 365 federation.

https://www.oneeducation.co.uk/news-blog/egress
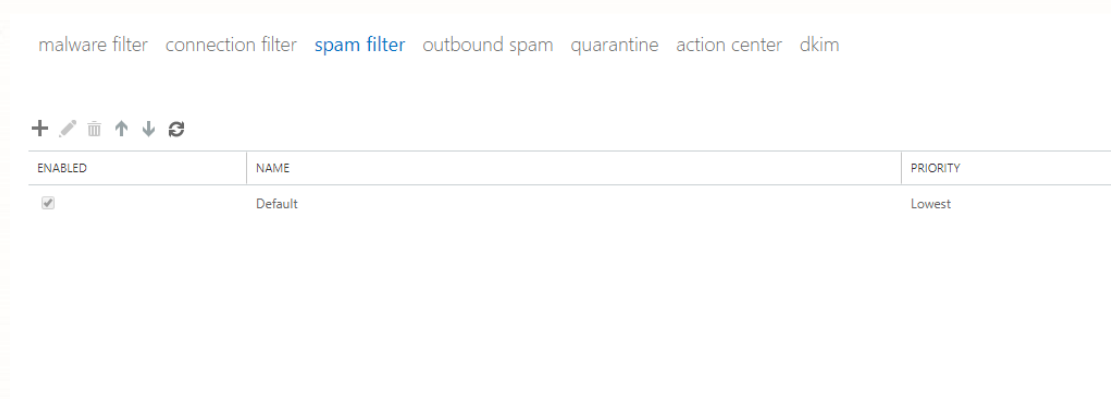
4. Click on the + icon to add a new rule and call your new rule "One Education"

5. Scroll down to the section "Allow lists" and click the + icon and add the address "swtich@egress.com" (without the quotes). Click Ok

6. Scroll down to the section "Domain allow lists" and click the + icon and add the domain "oneeducation.co.uk" (without the quotes). Click Ok

7. Scroll down to the section "Applied to". On the drop down under the section "If…" select "The recipient domain is". On the domain list that pops up, select all the recipient email domains you would like this rule to apply to. Click Save

8. Set the priority of this rule so that it supersedes any existing rules that would affect email coming from either the switch@egress.com email address or emails from the oneeeducation.co.uk domain

Your email system will now automatically deliver any email from the switch@egress.com address or oneeducation.co.uk domain to a user's inbox instead of potentially delivering it to Spam folders for any users with addresses in the email domains you have specified. However it is still possible for end users to manually mark emails from the switch@egress.com user or oneeducation.co.uk domains as spam in their email client, One Education has a guide available for users to help them ensure their client is not blocking oneeducaiton.co.uk emails as Spam, this can be found on our website at https://www.oneeducation.co.uk/news-blog/egress